

CONFIDENTIAL

9 August 1951

Activities Emanating from 220 - Week of 6 - 10 August

To:

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From:

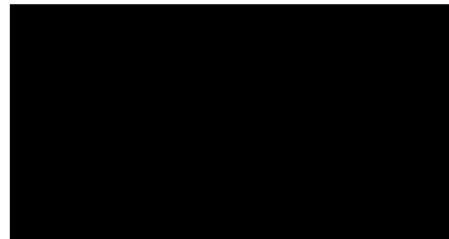
1. Evaluation of first refresher course and preparation for the next.
2. Class on Wednesday, 8 August, on the Correspondence Manual. This group again indicated need for orientation-to-the-Agency course for secretaries and other clerical employees.
3. Research on courses, hours, costs of basic training in shorthand in the Washington commercial schools. Three requests came to this office this week for basic training and in anticipation of further such requests, I have tried to gain a suitable background for needed discussion of this problem. (This included a request to Counsel for advice on the issue)
4. Meeting at [REDACTED] with Dr. [REDACTED] staff for the purpose of evaluating present program and considering changes.
5. An experiment on Friday, 10 August, with pre-testing for placement in the next clerical refresher course.
6. A completion of sample copies of forms to be used in registration of all trainees.
7. A recap as of August ⁶₁ of our present training picture.

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Language training outside the Agency

Totals



2
14
10
3
2
1
4

36

Training in Defense Schools

Naval Intelligence

1

Strategic Intelligence

6

7

CIA Intelligence School

18

18

UTG/A

General Intelligence

47

Russian

46

93

Clerical training

50

50

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EXTENSION BY

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